

Department of State

Bureau of Educational and Cultural Affairs (ECA) Request

for Grant Proposals: FY 2014 Sports Visitor and Sports

Envoy Program

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: ECA-ECAPEC-14-035

Catalog of Federal Domestic Assistance Number: 19.415

Application Deadline: March 28, 2014

Executive Summary: The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition to support the FY-2014 Sports Visitor and Sports Envoy Program. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to implement short-term, high-visibility sports visitor exchanges and sports envoy programs for underserved youth and/or coaches/sports administrators. Sports Diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between

individuals and nations. Through this cooperative agreement, ECA plans to support approximately 125 youth from all regions of the world to participate in a ten to fourteen day U.S.-based exchange program, as well as approximately 6-8 professional and amateur American athletes who will travel overseas to conduct outreach programming for youth audiences.

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

It is the Bureau's intent to award one cooperative agreement (one base year plus two option years) for an estimated total amount of \$3,000,000. Please see section II.) Award Information, below for additional details.

I. Funding Opportunity Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as

the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

The Sports Visitor and Sports Envoy Program improves mutual understanding, enhances participants' leadership skills, and aims to generate positive community-based changes through sports.

Specifically the goals of the Sports Visitor and Sports Envoy Program are to enable participants to:

- Learn more about U.S. society and culture, thereby countering negative stereotypes;

- Improve their leadership skills through participation in activities that introduce concepts of team building, conflict resolution, inclusion, and respect for diversity;
- Apply these skills toward productive and positive change in their local communities through sports; and
- Establish partnerships (among the U.S. and foreign participants) to share knowledge and skills with their peers and the broader communities.

Applicant organizations should identify their own specific objectives and measurable outcomes based on these program goals and the specifications provided in this solicitation.

Sports Visitor Program

The Sports Visitor Program is designed to introduce foreign participants to U.S. culture and provide the opportunity for participants to build relationships with their peers from different backgrounds. Eligible countries are determined based on discussion between ECA, Regional Bureaus and U.S. Embassies.

Program activities will take place throughout the United States, with Washington, DC often serving as a point of entry and/or departure. The exchange format will be intensive and interactive, weaving together both formal and informal sessions to achieve the aforementioned goals of the program. Applicants must present a program plan that allows the participants to thoroughly explore the program activities in a creative, memorable, and practical way. Activities should be designed to be replicable and provide practical knowledge and skills that the participants can apply at home. In coordination with ECA, staff from the selected implementing organization will be expected to be available and/or attend all aspects of the visitor program when appropriate.

Sports Envoy Program

In addition to the Sports Visitor Program, ECA sends American citizens - professional and amateur athletes and coaches - as sports envoys, to countries worldwide. These Sports Envoys conduct drills, participate in community outreach activities, and engage youth in a dialogue on various topics including: the importance of leadership, teamwork, respect for diversity, and education. The award

recipient will be responsible for supporting the domestic and international travel of approximately 6-8 possible Sports Envoys. All overseas programming for Sports Envoy programs is the responsibility of the U.S. Embassy Public Affairs Section (PAS) in the receiving country.

PROGRAM SPECIFIC GUIDELINES

The exchanges include, but are not limited to the following activities:

Sports Visitor Program

The cooperating agency will work with ECA on the following:

- a) Assist with coordinating and implementing an intensive and substantive 10-to 14-day Sports Visitor program, particularly the planning and scheduling of activities to include:
 - o Oversight of arrivals and departures;
 - o Preparing briefing materials;
 - o Locating and reserving athletic or cultural facilities;
 - o Scheduling meeting rooms;
 - o Recruiting appropriate speakers and/or other sports figures;

- o Designing and planning substantive and well-organized activities;
 - o Providing a program host to support adult supervision of minors;
 - o Arranging hotel accommodations;
 - o Arranging possible air travel (domestic and, in few cases, international) for participants and escort interpreters;
 - o Arranging ground transportation; and
 - o Assisting with the design/creation/and ordering of program materials and supplies.
- b) Arrange appropriate and innovative community, cultural, social, and civic activities;
- c) Provide day-to-day monitoring of the program to prevent and/or manage any misunderstandings or issues that may arise;
- d) Work in consultation with ECA on the implementation of the program, provide timely reporting of progress to ECA, and comply with financial and program reporting requirements;
- e) Manage all financial aspects of the program, including stipend disbursements to the participants

and management of sub-grant relationships with partner organizations; and

f) Design and implement an evaluation plan that assesses the impact of the program.

Participants:

Sports Visitor Program participants are non-elite youth athletes, coaches, or administrators from all regions of the world. Participants travel to the United States for approximately two weeks to participate in sports-based programming activities. The Sports Visitor Program will consist of approximately 7-10 programs with 12-24 participants per program throughout the course of the cooperative agreement. For planning purposes, we anticipate a total number of approximately 125 participants in these programs. The ECA Program Officer will determine final participant numbers. The Sports Visitors will be either young people who participate in sports between the ages of 14 and 17, or adults that serve as coaches or sports administrators of youth and youth programs. Participants will benefit both from personal interaction with American peers, and from traveling across the United States to learn about gender equity in sport, sport and

disability, team building, and community-based sports programs. The majority of the participants will be non-English language speakers with little prior experience in the United States. U.S. Department of State interpreters will be provided. The award recipient will be responsible for travel, per diem, and lodging for all interpreters.

All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program. ECA will prepare the appropriate DS-2019 forms and forward them to our representatives overseas, so that participants may apply for J-1 visas to enter the United States. The Bureau will provide accident and sickness coverage at no cost to the award recipient.

Orientations:

The award recipient will develop pre-departure materials for distribution by U.S. Embassies for the incoming visitors and program orientation materials to be distributed to the Sports Visitors upon arrival that will outline the planned activities. The orientations should include information related specifically to a unique Sports

Visitor program, as well as practical and administrative information.

Ideal Program Model:

As noted above, each group of Sports Visitors will spend a significant amount of their U.S. experience participating in a pre-arranged program that is the responsibility of ECA and the award recipient.

An ideal program model will include activities such as:

- sports clinics,
- workshops or training sessions,
- simulations and role-playing,
- discussion of conflict resolution,
- teambuilding exercises,
- case studies,
- volunteer service,
- home hospitality,
- leadership training, and
- exposure to inclusive sports through meetings, classroom visits, site visits, and social time among peers.

All programming should include interactions with American participants wherever possible.

Action Plans:

Each program will end with a closing session that focuses on summarizing the experience and developing action plans for follow-on activities at home. The participants will be encouraged to develop projects (action plans) to implement on their return home. The action plans should be participant generated, but ECA staff and the award recipient should be prepared to assist and direct the participants in developing these plans during the U.S.-based program.

Sports Envoy Program

The award recipient will work with ECA on the following:

- o Assist with pre-departure orientations;
- o Prepare briefing materials (pre-departure and program);
- o Arrange U.S. hotel accommodations for pre-departure orientation;

- o Arrange air travel (domestic and, in some cases, international) and U.S.-based ground transportation; and
- o Assist ECA in the planning and arrangement of travel, including arrivals and departures.

Orientation:

In some cases, the award recipient will assist with or facilitate a short one to two day orientation for the Sports Envoys in Washington, DC. The award recipient may be asked to assist ECA in designing a short U.S. pre-departure orientation program before departure on an overseas exchange. The recipient may be asked to provide the Envoys pre-departure material to learn cultural norms and practical travel information. The award recipient, working with ECA, may also be asked to conduct a pre-program assessment and a follow-on evaluation of the Sports Envoy program.

Alumni Activities for Sport Visitors and Sport Envoys:

Alumni activities are an important part of the Bureau's exchange programs. Each program participant should return home with an understanding of the Alumni opportunities

available through the ECA Alumni office. Alumni tracking is crucial for the evaluation of the program and for the implementation of follow-on programs. All alumni contact information gathered by the award recipient on behalf of the Bureau of Educational and Cultural Affairs must be made available to the Department of State. The award recipient will enroll all participants (Foreign and American participants) in the Bureau of Education and Cultural Affairs' International Exchange Alumni website <https://alumni.state.gov>.

Guidelines:

The cooperative agreement will begin on or about June 1, 2014 and will be approximately 12 months in duration. Competitive proposals for the Sports Visitor and Sports Envoy Program will include the following:

- A description of U.S.-based activities, including workshops, seminars and/or other activities conducted by the Americans for the foreign participants;
- A proposed timeline detailing all planned activities and how each activity supports the program's goals;

- Resumes of experienced staff who have demonstrated a commitment to implement and monitor international exchange projects and ensure outcomes;
- A comprehensive plan to evaluate how the program's outcomes will achieve the specific objectives described in the narrative that includes a data collection strategy to demonstrate the program's effectiveness both in the United States and in one or both target regions overseas;
- Applicants should clearly outline and describe the roles and responsibilities of all proposed partner organizations in terms of project logistics, management and oversight;
- A post-program plan that demonstrates how both the American and foreign participants can maintain contacts initiated during the program;
- A detailed, line item budget that support proposed activities for Sports Visitor and Sports Envoy Program not to exceed \$1,000,000;
- A plan to provide cost share; and
- A commitment to enroll all participants (Foreign and American participants) in the Bureau of Education and

Cultural Affairs' International Exchange Alumni
website <https://alumni.state.gov>.

In a cooperative agreement, ECA/PE/C/SU is substantially involved in program activities above and beyond routine monitoring. ECA/PE/C/SU activities and responsibilities for this program are as follows:

- 1) Leading in the design and direction of program activities;
- 2) Approval and input on program timelines and agendas;
- 3) Guidance in execution of all program components;
- 4) Provide day-to-day monitoring of the program;
- 5) Review and approval of all program publicity and recruitment materials;
- 6) Approval of decisions related to special circumstances or problems throughout duration of program;
- 7) Management of all SEVIS-related issues;
- 8) Assistance with participant emergencies;
- 9) Liaison with relevant U.S. Embassies and country desk officers at the U.S. Department of State.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two

additional option years, pending successful performance and availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two option years are exercised.

Evaluation:

The Government Performance and Results Act (GPRA) of 1993 require that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the short and long-term impact of the program. The follow-on activities will provide an opportunity to assess the impact of the U.S. project on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills.

II. Award Information:

Type of Award: Cooperative Agreement

Fiscal Year Funds: FY2014 - base year; \$1,000,000, FY2015 - option year-one, \$1,000,000; FY2016 - option year-two,

\$1,000,000; pending successful performance and availability of funds.

Approximate Total Funding: \$3,000,000. This figure represents base year plus two option years, pending successful performance and availability of funds.

Approximate Number of Awards: One

Approximate Average Award: \$1,000,000

Anticipated Award Date: June 1, 2014, pending the availability of funds.

Anticipated Project Completion Date: June 1, 2017. This date reflects the anticipated duration of the award - one base year plus two option years.

Additional Information: A Cooperative agreement will be awarded for a period of 12 months (base year) with options for two additional 12 month periods (option years one and two). ECA will notify the recipient of our intention to exercise or not to exercise an option year at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise option years will depend both on the satisfactory performance of the recipient and the availability of funds.

III.) Eligibility Information:

III.1. Eligible Applicants: Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

III.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with

OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount up to **\$1,000,000** to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

b.) Award recipients must have a Washington, D.C. presence. Applicants who do not currently have a Washington, D.C. presence must include a detailed plan in their proposal for

establishing such a presence by **January 1, 2014**. The costs related to establishing such a presence must be borne by the award recipient. No such costs may be included in the budget submission in this proposal.

c.) Proposals must demonstrate that an applicant has an established resource base of programming contacts and the ability to keep this resource base continuously updated. This resource base should include speakers, thematic specialists, or practitioners in a wide range of professional fields in both the private and public sectors.

d.) Technical Eligibility: In addition to the requirements outlined in the Proposal Submission Instructions (PSI) technical format and instructions document, all proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

ECA does not support proposals limited to conferences or seminars (i.e., one- to fourteen day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only when they are a small part

of a larger project in duration that is receiving Bureau funding from this competition.

No funding is available exclusively to send U.S. citizens to conferences or conference-type seminars overseas; nor is funding available for bringing foreign nationals to conferences or to routine professional association meetings in the United States.

The Office of Citizen Exchanges does not support academic research or faculty or student fellowships.

IV.) Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

IV.1 Contact Information to Request an Application Package:

Please contact the Office of Citizen Exchanges,
ECA/PE/C/SU, SA-5, 4th Floor, SportsUnited, Department of
State, Washington, DC 20522-0503, 202-632-6436 phone; or

email: DavisKX2@state.gov to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

Please specify Kelli R. Davis and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

IV.2. To Download a Solicitation Package Via Internet:
The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding>, or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under

IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the System for Award Management

(SAM) database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit that has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure

to do so will cause your proposal to be declared technically ineligible.

IV.3d. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing www.GrantSolutions.gov. To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM - 6 PM EST, Monday - Friday and can be reached at help@grantsolutions.gov or 1-866-577-0771.

Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1 **Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly

state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668

301 4th Street, SW

Washington, DC 20547

IV.3d.2 **Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose

people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

IV.3d.3. **Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the

program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results

achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued

contacts between participants, community members, and others.

4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3d.4. **Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking

platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

Department of State Acknowledgement

All recipients of ECA grants or cooperative agreements should be prepared to state in any announcement or publicity where it is not inappropriate that activities are assisted financially by the Bureau of Educational and Cultural Affairs of the U.S. Department of State under the authority of the Fulbright-Hays Act of 1961, as amended. In any contact with the media (print, television, web, etc.) applicants must acknowledge the SportsUnited Division of the Bureau of Educational and Cultural Affairs of the U.S. Department of State funding for the program.

For information on the Bureau's policies regarding alumni outreach and engagement, as well as guidance on the proper acknowledgement of ECA sponsorship of this program, please refer to the enclosed PSI.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. The award request may not exceed **\$1,000,000**. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

For competitions that will be renewed through the option year, applicants must submit:

- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional option years, pending

successful program performance and availability of funds; and

- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two option years).

To exercise the option year mechanism the recipient will be required to submit:

1. timely quarterly performance and financial reports;
2. a request in writing to ECA at least 90 days in advance of the expiration of the current program year.
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested option year; and
5. a brief narrative to support the continuation of the award.

The ECA Grants Officer and Program Officer will:

1.) closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional option years. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)

2.) review and evaluate all mandatory quarterly program and financial reports;

- All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional option years.

- Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.

- The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent option years.

IV.3e.2. Allowable costs for the program include the following:

1. Educational materials;
2. Participant travel (domestic, local, and in some cases, international, transportation);
3. Orientations;
4. Cultural and social activities;
5. Meeting costs;
6. Food and lodging,
7. Interpreters and translation, when necessary;
8. Follow-on activities;
9. Evaluation;
10. Stipends or allowances;
11. Other justifiable expenses directly related to supporting program activities.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: Friday, **March 28, 2014**

Methods of Submission:

Applications may **only** be submitted electronically through <http://www.grants.gov>. Complete solicitation packages are

available at Grants.gov in the "Find" portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an

electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site.

There are no exceptions to the above deadline.

Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their

entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information

V.1. REVIEW PROCESS

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards cooperative agreements resides with the Bureau's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Program Planning: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Program schedules should reflect innovative and relevant itineraries, and creative and dynamic meetings and site visits.

2. Ability to Achieve Program Objectives: Objectives should be reasonable, feasible, and flexible. Your proposal should clearly demonstrate how your organization will meet the program's objectives and plan.

3. Multiplier Effect/Impact: The proposed program should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

4. Support of Diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the PSI and the Diversity, Freedom and Democracy Guidelines section, Item IV.3d.2, above for additional guidance.

5. Project Evaluation: Your proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique, plus a description of a methodology to use to link outcomes to original project objectives.

6. Institution's Record/Ability/Institutional Capacity: Your proposal should demonstrate an institutional record of successful international exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined

by the Bureau's Grants Office. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project goals.

7. Cost-effectiveness: The applicant should demonstrate efficient use of Bureau funds. Overhead and administrative costs in the proposal budget, including salaries, honoraria and subcontracts for services, should be kept to a minimum. *Proposals whose administrative costs are less than twenty-five (25) per cent of the total funds requested from the Bureau will be deemed more competitive under this criterion.* All other items should be necessary and appropriate.

VI.) Award Administration Information

VI.1a. Award Notices:

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only

binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.1b. The following additional requirements apply to this project:

For assistance awards involving Iran:

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing

conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

Note: To assure that planning for the inclusion of Iran complies with requirements, please contact Kelli R. Davis, telephone number 202-632-6436, e-mail DavisKX2@state.gov for additional information.

For assistance awards involving the Palestinian Authority, West Bank, and Gaza:

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact: Kelli R. Davis, telephone number 202-632-6436, e-mail DavisKX2@state.gov for additional information.

VI.2 **Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>

<http://fa.statebuy.state.gov>

VI.3. **Reporting Requirements:** You must provide ECA with electronic copies of the following reports:*Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The first page of the Performance Progress Report form (SF-PPR) must be submitted with all programmatic reports and can be found here:
http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68. The complete report and supporting

documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at help@grantsolutions.gov. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

- 2.) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report

will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

- 5.) If the Competition will allow for the exercise of Option Years, applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV. Application and Submission Instructions (IV.3.d.3) above for Program Monitoring and Evaluation information.

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

VII. Agency Contacts

For questions about this announcement, contact: Kelli R. Davis, Office of Citizen Exchanges, SportsUnited Division ECA/PE/C/SU, Room 4-S01, U.S. Department of State, SA-5, 2200 C Street, N.W., Washington, D.C. 20037, telephone number: 202-632-6436, e-mail DavisKX2@state.gov

All correspondence with the Bureau concerning this RFGP should reference the above title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

VIII. Other Information:**Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative.

Explanatory information provided by the Bureau that contradicts published language will not be binding.

Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Evan Ryan

January 28, 2014

Assistant Secretary for Educational and Cultural Affairs

U.S. Department of State